

**INDIAN INSTITUTE OF SOIL SCIENCE
BHOPAL – 462 038**

**PROFORMA FOR REQUISITION FOR PURCHASE OF STORES
REQUIRED FOR DIVISION / PROJECT OF _____**

1. Name & Designation of the indenter	
2. Approved Project / work for which the article is required	
3. Whether the item to be purchased is approved in the Ixth Plan EFC / SFC Document of the Institute / Project.	
4. Name of the Item / Equipment	
5. Detailed speciation, quantity, approximate cost and Full justification of stores to be purchased may be given on back page.	
6. State whether item is	Indigenous / Foreign
7. In case equipment, state whether the item is a	Fresh requirement / Replacement of existing items / additional requirement
8. If a particular brand of equipment is demanded it is to be certified that the item indented for is the only one suitable for the work (to be given at the back page)	
9. Whether the item(s) is / are covered by any rate contract.	Yes / No, give details
10. Probable sources of supply (if known) may be mentioned at back page.	
11. To be procured through quotations / open tender.	

Signature of the Indenter with Designation

Signature of the Head of Division /
Section with Recommendation

To

Administrative Officer,
IISS, Bhopal for necessary action.

NB: strike out which is not applicable.

Name of store	Specification	Qty. Required	Full justification
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Signature of the Indenter